

Minutes of the meeting of the Standing Committee of the Academic Council held on 7-03-2024 at 1.30 PM in the Conference Hall of the Central Administrative Office

Member Present:

1. Director DEI
2. All the Deans of the faculties
3. Principal DEI TC / REI / PV
4. Registrar

Special Invitees:

1. Prof. V.B. Gupta, Coordinator DEP
2. The Dean (Student Welfare)
3. The Dean (Non-University)
4. Prof. Sukhdev Roy, Head Dept. of Physics & Computer Science
5. Prof. Sanjeev Swamy, Head Dept. of Management
6. Shri Rakesh Mehta, Assistant Registrar (DEP)

(1) Considered the implementation of guidelines (Appendix 1) on the Open Book Examination System in the Institute

Initially, the Director of the Institute apprised all the members about the proposed guidelines for the implementation of the Open Book Examination System in the Institute.

It was unanimously agreed upon that the majority of the students of the faculties had been sensitized about the Open Book Examination System, except students enrolled in online/distance education programs through the Information Centers of the Institute. To address this issue, it was decided that the Dean of the Faculty of Arts/Commerce/Education, along with the Coordinator of the Distance Education Programme, would undertake the responsibility of briefing and sensitizing these students and their mentors about the salient features of the Open Book Examination.

The Deans reported on the trial commencement of Class Assignments using the Open Book Examination System. It was reported that at the initial stage, the performance of students did not meet the expected level. However, it is anticipated that performance will improve with the full implementation of the system over time.

Resolved that the attached Guidelines (Appendix 1) for the implementation of the Open Book Examination System be and are hereby approved, effective from the upcoming first test series across all programs, including Modular programs.

Also resolved that the Open Book Examination System shall be extended to classes 9th to 12th from the academic session 2024-25.

The meeting ended with a vote of thanks to the chair.

  
REGISTRAR  


**DAYALBAGH EDUCATIONAL INSTITUTE**  
**(Deemed to be University)**  
**DAYALBAGH AGRA-282005**

**GUIDELINES ON OPEN-BOOK EXAMINATIONS**

**A. For Teachers**

The Institute is adopting a new system of Open-Book Examinations from the first Class-Test series of the current semester, as per the following guidelines:

1. Teachers should prepare their question papers such that their responses do not rely on rote memorization. Instead, the questions framed should test the student's understanding of the concept and make them think beyond the immediate ramifications of a theory or concept. Questions should be designed to test the following:
  - a. Understanding: by constructing meaning from information.
  - b. Application: of knowledge to a particular task or problem.
  - c. Analysis: examine different aspects of the topic at hand and make a distinction.
  - d. Evaluation: make judgments about concepts or ideas.
  - e. Creativity: develop new ideas from what they know or understand.
2. Applications, analyses, case studies, scenario-based should be preferred, where applicable.
3. Multiple-choice or quiz-based questions should be avoided.
4. It is pertinent to note that, there could be several possible points of view in answering a thought-type question. Accordingly, the students must be awarded marks on the basis of their thought process exhibited in their answers.
5. There will be no change from the current system in terms of the maximum duration and maximum marks of the question paper.
6. Each Department must evolve a suitable question paper style and structure for evaluation needs specific to their subject domain and ensure that the spirit of open book evaluation is maintained. Discussion with peers will go a long way in this regard.
7. All question papers must be submitted to the Incharge, Faculty Examination latest by March 13, 2024, for the forthcoming test series. Please note that this is mandatory.
8. Specific Instructions for the Students Regarding Open Book Exams:
  - (i). Students are permitted to carry the following items:
    - a. *Handwritten notes.*
    - b. *A maximum of two books.*
    - c. *Photocopied content of books / Hand-written notes*



- (ii). The above resource material must bear the student ID and name on the first page.
- (iii). No exchange of the above resource material is permitted during the exam.
- (iv). Use of mobile phones, smart watches, or any other digital media is strictly prohibited.

## **B. For Students**

### ***General Guidelines***

#### **1. Preparation is Key**

Open book exam does not mean that you don't need to prepare or study. This is important since open-book exams are also of limited duration. Open-book exams require you to use "higher levels of thinking", not just facts or recall. Instead, you will be asked to compare, analyse, evaluate, or synthesize information. These ways of demonstrating your knowledge are more challenging than rote memorization.

#### **2. Organize your Reference Materials**

Having an excessive amount of reference materials can be counterproductive, as the more you have, the more you'll need to search through to find what you're looking for. It's important to be selective in what you choose to have on hand, and whatever you decide to use or bring should be well-organized.

#### **3. During the Exam, Manage your Time Effectively**

As with any test, review all the questions before starting to answer them. Begin with the ones you know well, then tackle the more challenging ones that require reference materials. In open-book exams, there might be a temptation to add more information or repeatedly check answers. It is crucial not to over-answer questions; be thorough, accurate, and concise. Avoid excessive quoting and focus on providing your analysis.

### ***Specific Instructions for the Students Regarding Open Book Exams:***

- 1. Students are permitted to carry the following items:
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- 3. No exchange of the above resource material is permitted during the exam.
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REGISTRAR